

TO: Town Plan Commission/Town Board
FROM: Lisa Potswald
RE: Planning and Zoning Administrator's Report
 August 3, 2013 through August 30, 2013
DATE: August 28, 2013

I. Permit Applications Approved and Issued:

NAME	DATE RECEIVED	DATE ISSUED	ADDRESS/ TYPE
K. David Hirschey	8/8/13	8/8/13	410 Old Fort Road – Short term rental
Robert Kron	8/8/13	8/8/13	385 Middle Road – Accessory permit - deck
Gene Nelson	8/16/13	8/16/13	197 Big Bay Road – permit extension - alteration
Bob Hartzell	8/28/13		563 Mondamin – permit extension 4-plex
Bob Hartzell	8/28/13		567 Mondamin – permit extension 4-plex

II. Certified Survey Maps

Richards, Berry & Richards, Fraser	Hagen Road just east of Stone Pointe Lane	Waiting for the surveyor to correctly identify the navigable waterway on the survey and to identify a 75 ft setback from the ohwm. This will influence buildability of the proposed Lot 1. The map also needs to identify the platted status of neighboring properties and record access easements through all the lots for the meandering drive. The TPC postponed review until an updated map is received.
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III. Permit Applications in Progress:

NAME	DATE RECEIVED	PROJECT ADDRESS/	STATUS
Slater/McCue	1-20-11	1268 Big Bay Road SFD	Waiting for shoreland restoration plan per DNR requirements. This permit has been on hold for two years but Larry will be retaining fees and keep the permit active.
LaDuke, Winona	4-28-12 (incomplete)	Middle Road Land Disturbing Activity, Accessory (x2), Long Term Camping Unit	ZA received a copy of the wetland fill application Nelson Construction submitted to Alyssa Core on 6-4-13.

NAME	DATE RECEIVED	PROJECT ADDRESS/	STATUS
Hartzell, Robert		Rental of a Principal Dwelling x 7 different properties	Employee housing. This is a larger discussion regarding rentals and employee housing to be clarified with the TPC
Bergeon, Susan	6/14/2013	2635 Big Bay Road Principle, sanitary Special use	Mtg. with Larry Hildebrandt, Mike Starck, agent, and me onsite on 7/31. Letter sent to owner to outline next steps.
Novak, Anna Morrison, John	8/21/2013	1249 Big Bay Road Accessory structure - deck	Completed town permit and paid fees; also must submit county permit/fees to obtain permit (600 feet from shore).

IV. Permit Applications Denied/Revoked:

None.

V. Violations

NAME	VIOLATION	ORDER
Ed Kale	Town of La Pointe v. Edward Kale – Ashland County	Case 13 CX01
Kron, Robert	TB issued Order for Correction on 6/11/13. Mr. Kron attended the TPC meeting on 7/17 and agreed to complete a permit and pay the fine if it was reduced from quadruple, which the TPC approved. Mr. Kron completed a permit application and paid the fee on 8/8/13.	RESOLVED
Middle Road Literary Arts Society aka Tom's Burned Down Cafe	Upon investigation of CR Nelson Complaint per Section 15 Visual clearance triangles inspected and found to be clear. Letter sent to Mr. Nelson on 8/28/13 thanking him for his cooperation.	RESOLVED

VI. Land Use Permit – No Permit Required:

None.

VII. Fire Numbers Issued

NAME	DATE	# ISSUED
David Gatz	8/19/13	805 South Shore Road

VIII. Correspondences: Letters/MEMO to

NAME	DATE	PROPERTY	REGARDING
Novak/Morrison	8/9/13	1249 Big Bay Road	Report of signs in the ROW that are traffic signs as per Section 5.3 (C)(2). Site visits/letter requesting that they be removed from the sight of the road
TPC	8/9/13		Memo regarding draft Comprehensive Plan survey
G. Nelson	8/13/13	197 Big Bay Road	Letter regarding permit extension
M. Smith	8/15/13	1197 Big Bay Road	Ms. Smith said her fire numbers were missing. Investigated and wrote her a letter to say they were located
Town Board/TPC	8/19/13		Memo regarding Comprehensive Plan process
T. Nelson	8/16/13	274 Middle Road	Motorized camper parked in ROW
Novak/Morrison	8/21/13	1249 Big Bay Road	Letter regarding county permit for deck
Town Board/TPC	8/23/13		Memo regarding Ordinance text changes
T. Nelson	8/28/13	274 Middle Road	Letter indicating resolution of previous complaint regarding lines of sight at stop signs

IX. Complaints

NAME	DATE	REGARDING
Charlie Brummer	7/30/2013	Call regarding signs on private drive that look like real traffic signs. Site visits 7/30, 8/5, 8/14 when a letter was left asking them to remove the signs from the sight of the road. They are moved back out of the ROW.
Sue Ellen Soucek	8/16/13	Received questions from a community member regarding the motorized camper parked in the ROW in Tom's Burned Down Café. Letter was sent to Mr. Nelson on 8/16/13. Requesting interpretation from the TPC on 9/4/13.

X. New Business

None.

XI. Old Business

1. A public hearing for the proposed Zoning Ordinance text changes will be scheduled soon regarding Section 7.3 and associated text changes.
2. Public meetings have been scheduled for the Comprehensive plan update: September 9, September 17, October 21 and October 25.
3. I have begun working on the Comprehensive plan update (data) and want to have the document completed for TPC approval by 12/31/13.